



Department of Finance, City of Manassas Park, Virginia

One Park Center Court

Manassas Park, Virginia 20111-2395

December 6, 2016

Dear Ms. Mavredes:

Pursuant to the APA guidelines, the City of Manassas Park is requesting an extension of the November 30th deadline for submission of the City's FY2016 Annual Financial Reports and Comparative Report Transmittal Forms. We understand that there was an extension request for submitting the FY2015 Annual Financial Reports and Comparative Report by the former Director of Finance last year.

The City has experienced an unusually high turnover of key employees (mostly department heads) within the last several months and one soon to leave as follows:

- The City Manager at the end of August of 2016;
- The Director of Finance on September 13, 2016;
- The Director of Public Works;
- The Deputy City Manager at the end of September of 2016;
- The Director of Human Resources on December 9, 2016; and
- A few others.

The City has engaged a new certified accounting firm, Robinson, Farmer, and Cox (RFC) Associates to provide audit services for the year ended June 30, 2016. The contractual term with Davis and Associates Certified Public Accountants, PLLC has ended with the audit of the City's FY2015 Annual Financial Reports and Comparative Report. A copy of the audit contract with RFC is hereby attached for your reference. The FY2016 audit was tentatively scheduled for November/December. Due to the departure of the former Director of Finance, the audit has not started. I was hired as a new Director of Finance on November 18, 2016. I have reached out to RFC to have the audit field work start in January and in the best case scenario if all goes well, the City should expect to have all annual financial reports done by mid-February of 2017.

Thank you very much for your consideration and assistance with this matter. Please let me know if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pen Chen Yusuf', is written over a horizontal line.

Pen Chen Yusuf

Director of Finance

City of Manassas Park

Pon C. Yusuf

From: Rachel Reamy <rachel.reamy@apa.virginia.gov>
Sent: Wednesday, November 30, 2016 11:37 AM
To: Pon C. Yusuf
Subject: RE: City of Manassas Park
Attachments: City of Manassas Park late notification Oct 30 2015.pdf; transmit-FY15 Manassas Park original.xls

Good morning Ms. Yusuf,

Thank you very much for reaching out to me this morning to keep us updated.

- You can download the file for the City's FY16 transmittal form to complete on our website at this [link](#).
- I have attached the original FY2015 transmittal form (see file: transmit-FY15 Manassas Park original.xls) that Audrey Davis submitted last month. I want to caution you though when referring to this original submission. I am still reviewing the form and have already seen areas where I will be making adjustments or reclassifications due to errors when the auditor completed the form. I will send you the revised 2015 transmittal form after I have completed my review; hopefully that will be by the end of this week.
- As far as an extension for not meeting the Nov 30 due date, the APA does not grant an extension since this is a Code of VA deadline (under Code section 15.2-2510). What we ask of any locality is that if they cannot meet the Nov 30 deadline to please send us an official notification detailing why and an estimated date of when you think you will be able to submit. Please address this notification to the APA (Martha Mavredes) and it can be either in the body of an email or scanned letter format. I have attached the notification email (see file: City of Manassas Park late notification Oct 30 2015.pdf) that Mr. Fields sent to us regarding the delay last year, so that you can see an example of what we would need.
- Since the City has new finance contacts and a new auditor, we will need you to also complete our 2016 Annual Data Request Survey to update this information. You will find a copy of the Survey for the City at this [link](#). The survey worksheet lists the prior information on the left side of the worksheet, then you will need to enter the applicable updates on the right side of the worksheet, and email a copy of the completed survey form. We will also need a copy of the City's new audit contract.

Please let me know if you need anything else or have any questions on this information I am sending. I will be in the office today until 6:30pm and for the rest of this week. Please feel free to reach out to me anytime.

Thank you!
Rachel



Rachel N. Reamy, CGFM

Local Government Audit Manager

[Auditor of Public Accounts](#) | [Commonwealth of Virginia](#)

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(804) 225-3350 ext. 360 | rachel.reamy@apa.virginia.gov

From: Pon C. Yusuf [mailto:p.yusuf@manassasparkva.gov]
Sent: Wednesday, November 30, 2016 9:10 AM
To: Rachel Reamy <rachel.reamy@apa.virginia.gov>
Cc: Pon C. Yusuf <p.yusuf@manassasparkva.gov>
Subject: City of Manassas Park

Good Morning, Ms. Remey;

I am writing to introduce myself as a new Director of Finance at the City of Manassas Park. I started here about a week ago. I am reaching out to you to request and/or provide you with the following update:

- FY2016 APA transmittal letter template if you can forward a copy;
- A request for a copy of the FY2015 APA transmittal letter that the City's audit firm had submitted for our records;
- A request for an extension of the FY2016 APA transmittal letter submission. I understand the former Director of Finance has previously requested for the extension of the FY2016 submission and explained a unique situation with the City's financial system failure.

The Davis and Associates, Certified Public Accountants, PLLC firm's five-year engagement contract has ended with the City's FY2015 audit. Thank you very much for your understanding. If you have any questions, I can be reached at 703-335-8803.

Pon C. Yusuf
Director of Finance
703-335-8803

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To: p.yusuf@manassasparkva.gov [Remove this sender from my allow list](#)
From: rachel.reamy@apa.virginia.gov

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